

HOW WILL HUMAN RESOURCE ISSUES BE DIFFERENT IN FIVE YEARS?

- What role will technology play?
- Will it be able to replace some workers?
- Will a higher level of training in technology be needed?

Adapted from the League of Minnesota Cities' City Employees and Workforce Planning – Getting Started 1

WORKFORCE PLANNING TOOLS

A [Workforce Gap Analysis Spreadsheet](#) has been provided to guide you through the workforce analysis (Phase II) of the workforce planning process. This spreadsheet can be populated by the Office of State Personnel per your request by contacting:

Performance.Solutions@ncmail.net

Completing your gap analysis allows your agency to move forward to begin to plan for eliminating identified gaps. With the completion of the workforce analysis process and by producing solid data on “trouble spots”, you have established a business case that enables work to begin towards closing the gap between current and future human capital needs.

PHASE III – CREATE WORKFORCE ACTION PLAN

Agencies create workforce action plans based on information collected through the gap analysis process and gathered from dialogue with managers and supervisors. This input is the basis for determining solution strategies that should be considered for implementation to eliminate identified gaps. By the time you get to this point, you should have a clear picture of the issues and challenges faced across your organization by division and by occupational areas.

HR leadership is typically the primary recipient of the workforce planning output and will be responsible for executing an action plan. You may wish to consider the following questions and respond based on your workforce analysis and information gathered from your managers and supervisors.

- What are the three to five most critical workforce planning challenges facing your organization today?
- What are the most common themes that emerged from your dialogue with managers and supervisors?
- What is the organizational impact if these challenges are not addressed?